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April - 2010

ANNUAL ACCREDITATION PROCESS CALENDAR

The timeline below represents the planned schedule for the basic accreditation process. Any changes in a given year will be communicated to the schools and districts as part of the Annual Data Collection (ADC) packet.

September

- Workshops are held around the state as need to review ADC submission requirements and procedures.
- Schools receive ADC packet from the OPI.
- The OPI staff begins review of corrective plans.

October

- ADC is electronically submitted to the OPI. Immediately upon submission, a Preliminary Accreditation Report is transmitted electronically to the school and/or district. This report provided preliminary determinations of deviations from the accreditation standards.
- Class schedules for high school and grades 7-8 funded at high school rates are sent by mail to the OPI by schools and districts.

November

- The OPI staff completes review of corrective plans required for all schools that received an accreditation status of Advice or Deficiency for the past year and prepares recommendations for approval or disapproval of the plans for presentation to state Superintendent.

December 1

- Schools and districts need to have submitted any corrections or clarifications concerning deviations identified on the Preliminary Accreditation Report.
- Schools that (1) do not submit a completed ADC by this date or (2) continue to employ non-licensed staff by this date will be recommended for no higher than a deficiency accreditation status for the current year.

December

- The OPI staff meets with the state Superintendent to finalize recommendations for corrective plans including recommendations to move a school to intensive assistance process due to continuing or serious deviations.

December/January

- The OPI staff conducts quality checks on ADC data submitted; reviews any other pertinent information; and prepares accreditation recommendations for the Superintendent

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

January Board of Public Education (BPE) Meeting

- The state Superintendent makes final recommendations to the BPE for approval or disapproval of corrective plans. Board action is taken on these recommendations.
- State Superintendent makes recommendations to move a school to intensive assistance process due to continuing or serious deviations.

February

- The OPI notifies schools of action taken on corrective plans and on any recommendations to move a school to intensive assistance process due to continuing or serious deviations
- If a school's corrective plan is disapproved the school will be required to submit a new plan for the March BPE meeting.

March Board of Public Education Meeting

- The state Superintendent makes final recommendations to the BPE for the final accreditation status for all schools. Board action is taken on these recommendations.
- The state Superintendent makes recommendations on re-submitted corrective plans. Board action is taken on these recommendations.

April

- The OPI notifies schools of accreditation status and requirements for submitting applicable corrective plans by August 1.

May Board of Public Education Meeting

- If changes are required in accreditation status determinations due to errors discovered after the accreditation letters go out, an addendum outlining those changes is presented to the BPE.

July

- The Office of Public Instruction (OPI) mails a reminder letter to districts that have not submitted the required corrective plan due by August 1 as determined by the annual status determination.

August

- The OPI contacts districts that have not submitted the required corrective plan due August 1 as determined by the annual status determination.
- Workshops are held around the state as needed to review ADC submission requirements and procedures.

The state Superintendent will provide needed updates and recommendations for schools in the intensive assistance process. Due to the nature of the process these updates and recommendations could be necessary at any given BPE meeting.